




# personal care policy

Including all children in schools, childcare and play settings


Children and their families cannot be excluded, or treated less favourably because they have personal care needs – for example, wearing nappies, having occasional ‘accidents’ or needing support with personal care.

We will work to ensure that every child and young person can easily access care, play and learning experiences in our schools, Children’s Centres, day care settings, preschools and out of school settings.



We believe that **children** are entitled to...

- Be consulted about their personal care needs
- Have their needs met by people they know and trust.



We believe that **parents** and **carers** are entitled to...

- Have a say in how their child’s needs are met and have their own culture respected
- Support in managing toilet training.



We believe that **staff** and **managers** are entitled to...

- Guidance in managing a child’s personal care needs.

Managers (including head teachers, governors and management committees) are responsible for implementing this policy and for ensuring that staff are aware of its contents. All settings have a duty of care to their children and this includes attending appropriately to personal care needs. If individual members of staff feel uncomfortable in fulfilling this role, managers must ensure that the child’s needs are met.

This policy is endorsed by The Children, Young People and Families Directorate June 2007 and written in accordance with the Disability Discrimination act 2005.



Language Line  
services



OXFORDSHIRE  
COUNTY COUNCIL  
[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)



OXFORDSHIRE  
EARLY YEARS DEVELOPMENT  
& CHILDCARE PARTNERSHIP

**SureStart**

Making life better for children and families in our county

# frequently asked questions

## Safeguarding Children

**Q** How can we ensure that children are protected and staff are free from potential allegations of abuse?

- A** Settings should have a Personal Care Policy
- A** Parents should sign an agreement allowing staff to change their child
- A** Staff should inform a colleague when leaving the room to change a child
- A** A curtained off area rather than a separate room is ideal for changing children perhaps in the washroom
- A** There is no requirement that 2 members of staff should be present. This would contravene a child's right to privacy and dignity

## Partnership with parents

**Q** How can we ensure that we maintain partnership with parents?

- A** Parents should be asked for information about their child's progress in the area of personal care and plans for further development should be agreed
- A** It is not appropriate to call a parent to come and change their child's nappy unless the parent expressly requests this
- A** If a parent uses reusable nappies their wishes should be accommodated to ensure continuity for the child and for sound environmental reasons

## Children at the centre of our practice

**Q** We have a child who is delayed in relation to his peers and is in nappies. Do we have to change him?

**yes...**

- A** Children develop at vastly different rates and some may be in nappies for longer than we may have expected.
- A** Some children have communication or emotional difficulties which may affect their ability to communicate their toileting needs





## Health and Safety

### **C** How do we ensure the health and safety of staff and children?

- A** A risk assessment for changing and disposal of nappies should be carried out
- A** Single use disposable gloves and aprons should be worn
- A** The changing mat should be washed with antibacterial spray after use
- A** Secure hand-washing procedures should be in place
- A** Disposable nappies, gloves and apron etc should be put in a sealed plastic bag in the main dustbin bag. They are not classified as clinical waste



- A** Some children have physical difficulties which affect their ability to control bladder or bowel movements
- A** It is against the Disability Discrimination Act 2005 to exclude or deny access to a child who is in nappies

### **C** How do I lift children without harming them or myself?

- A** • All staff should be trained in manual handling. A risk assessment on manual handling should be carried out, see [www.hse.gov.uk/msd/risk.htm](http://www.hse.gov.uk/msd/risk.htm)

- A** Soiled nappies should not be given to parents at the end of the session unless these are reusable

### **C** We have no designated area or no space to change children. How do we manage?

- A** You are expected to make all reasonable adjustments to include children in your setting
- A** Older children may be happy to be changed standing up and this may be most appropriate for these children ensuring dignity and allowing them more control

### **C** How do I change older children?

- A** Dignity, privacy and liaison with parents are very important for older children. There will be considerable variation in their needs and wishes. The most important skill that staff can exercise is sensitive listening to these children's views

### **C** How do I make sure that children feel safe?

- A** Ideally the child should be changed by a key worker (i.e. someone who attends consistently to this particular child's needs such as greeting the child and family in the morning, sharing stories at group times and having snack together) who is familiar and respected by the child

# contacts

Contacts for general advice on personal care

**Schools should contact:**

- School Health Nurses: usually organised in school partnerships

**Children's centres, day nurseries and preschools should contact:**

- Advisory Teachers  
Tel: 01865 428096

**After-school clubs and play-schemes should contact:**

- Childcare Development Officers  
Tel: 01235 549331

Contacts for specific advice about an individual child with parental permission

**Schools should contact:**

- The child's Health Visitor  
The Children's Continence Service  
Tel: 01993 209435

**Children's centres, preschools and day nurseries could also contact:**

- The Early Years SEN Inclusion Teachers  
Tel: 01865 456722

## General Information and references

- Dfes (2005) Disability Discrimination Act
- Dfes (2006) Implementing the Disability Discrimination act in Schools and Early Years Settings
- Department of Health (DOH) (2000) Good Practice in Continence Services
- Education and Resources for Improving Childhood Continence  
Web: [www.eric.org.uk](http://www.eric.org.uk)  
Tel: 01179603060
- National Day Nurseries Association – for advice on disposal  
Web: [www.ndna.org.uk/C2B/document\\_tree/ViewAdocument.asp?ID=312&CatID=172&Search=true](http://www.ndna.org.uk/C2B/document_tree/ViewAdocument.asp?ID=312&CatID=172&Search=true)



100% recycled paper  
Using vegetable based inks



Making life better for children and families in our county